

TOWN OF APPLETON MAINE

EMERGENCY OPERATIONS PLAN



Appleton Emergency Management Office
Taylor Vaughan, Local EMA Director
151 Searsmont Rd., Appleton, ME 04862
207-785-5511 • ema@appleton.me.gov

TABLE OF CONTENTS

REVISION & DISTRIBUTION	3
EMERGENCY PROCLAMATION/EMERGENCY POWERS	4
EMERGENCY OPERATIONS PLAN APPROVAL	4
BASIC PLAN	5
MAP OF APPLETON	9
ANNEX A - Direction and Control	10
ANNEX B - Communications	15
ANNEX C - Warning	20
ANNEX D - Emergency Public Information	23
ANNEX E - Evacuation	25
ANNEX F - Mass Care	27
ANNEX G - Health and Medical	29
ANNEX H - Resource Management	30
ANNEX I - Damage Assessment	32
ATTACHMENT 1 - Flooding	36
ATTACHMENT 2 - Severe Winter Storms	37
ATTACHMENT 3 - Hazardous Materials	38
ATTACHMENT 4 - Forest Fires	39
ATTACHMENT 5 - School Attack	40
ATTACHMENT 6 - Building Collapse	41
ATTACHMENT 7 - Prolonged Power Outage	42

REVISIONS

The Appleton Emergency Operations Plan is from time to time reviewed and revised. Revised pages have a new date in the lower right corner. If you have received revised pages, please remove the indicated pages from your copy of the plan and replace them with the enclosed. Discard the pages that have been replaced. Retain this sheet as the plan's Revision Log.

Date	Plan Component	Remove Pages Numbered	Insert Pages Numbered
12/09/03	Draft of Document Presented to Selectmen	None	None
02/10/04	Document Reviewed; Approved by Selectmen	None	None

DISTRIBUTION:

- ☐ Appleton Selectmen
- ☐ Appleton Emergency Management Director
- ☐ Appleton Fire Department
- ☐ Appleton Road Commissioner
- ☐ Appleton Village School School Principal
- ☐ Appleton Animal Control Officer
- ☐ Appleton Town Clerk
- ☐ Mildred Stevens Williams Memorial Library
- ☐ Appleton Emergency Operations Center
- ☐ Knox County Emergency Management Agency
- ☐ Knox County Regional Communications Center

EMERGENCY PROCLAMATION and EMERGENCY POWERS

The Appleton Board of Selectmen shall have the power and authority to issue a proclamation that an emergency exists under the conditions specified in Title 37-B M.R.S.A. sec. 742. The proclamation may declare the fact that an emergency exists in any or all sections of the Town. A copy of such a proclamation shall be filed within twenty-four (24) hours with the Town Clerk.

(A) Notwithstanding the above, when consultation with the Board of Selectmen would result in a substantial delay in an effective response in alleviating or preventing an emergency or disaster, the Selectmen authorized to take whatever actions are necessary to prevent the loss of life and property in the Town of Appleton.

(B) Whereas, the Board of Selectmen is charged with the responsibility for the well being of citizens within said Town; and

(C) Whereas, the Board of Selectmen is in session only at special times, and when a Selectman is not available, they have empowered the Local Emergency Management Director with the authority to proclaim an emergency state for or within the said Town should it exist.

(D) The Appleton Emergency Operations Plan shall be the Town's governing document for emergency response and recovery by all municipal organizations. An emergency situation shall be defined as an event that threatens the life, safety, and property of the residents or visitors of Appleton or destruction of the environment.

**EMERGENCY OPERATIONS PLAN APPROVAL
TOWN OF APPLETON**

The Emergency Operations Plan for the Town of Appleton has been approved:

Donald Burke (1st Selectman)

DATE

Daniel Shejen (2nd Selectman)

DATE

Wendy Chaston (3rd Selectwoman)

DATE

Taylor Vaughan (EMA Director)

DATE

BASIC PLAN**PURPOSE**

This plan identifies hazards and vulnerabilities and the methods to mitigate the effects, prepare for, and respond to an emergency or disaster event.

SITUATION AND ASSUMPTIONS

The Town of Appleton could experience disaster situations that are local or statewide. Local disasters could include forest fires, hazardous materials incidents, mass casualty incidents, building collapses, or school attacks. Statewide disasters may include flooding, prolonged power outages and severe winter storms.

Since most of Appleton is forestland and fields, the entire town is susceptible to an out of control **wildland fire** that could cause severe property damage and limited loss of life.

Though **hazardous materials** could be transported on any community road, the greatest traffic flow of hazardous materials is along Route 131 in Appleton. The residences and public school along this traffic corridor are most susceptible to a HazMat incident.

A **Mass Casualty Incident** (MCI) could occur resulting from a passenger vehicle accident, or as a result of any of the described disaster hazards. Since Appleton does not have an ambulance, rescue squad, or hospital, this situation will be very difficult to manage. Response times will be delayed.

A **building collapse** caused by snow loads, fires, or structural deficiencies could trap, injure or kill a handful of people, more if it were to occur at the school complex. Appleton responders are not trained, nor are they equipped to deal with rescue from such an event; response times for outside forces will be delayed.

The most likely **school attack** situation would involve the Appleton Village School complex. This contains the largest concentration and the most vulnerable people in the community. Attacks may involve the taking of hostages, bomb threats, or explosions and/or mass shootings.

There are very few properties within the Appleton floodplain. The most likely damage from **flooding** will be to roadway sections that contain bridges or culverts.

We have experienced in recent years a prolonged **power outage** as the result of an ice storm. Such events affect the entire Town and have the greatest impact on living conditions during severe cold weather. **Severe winter storms** have the potential of shutting down the community by blocking roads, knocking out electrical power distribution, freezing facilities, and trapping people.

HAZARD EVENT	VULNERABILITY LOCATION	LIKELIHOOD	MAJOR DAMAGES	DEATHS OR INJURIES
Forest Fires	Entire Town	Moderate	Forests & Homes	Firefighters
HazMat Incident	State Route s 131 & 105	Moderate	Roadway	Residents & Responders
Mass Casualty	Unknown	Low	None	School or Transport
Building Collapse	Older Structures	Low	Home	Residents
School Attack	Appleton Village School	Low	School	Students & Faculty
Flooding	Bridges	Moderate	Roads & Bridges	None
Power Outages	Entire Town	Moderate	Frozen Plumbing & Power Lines	None
Winter Storm	Entire Town	High	General	Motorists or Elderly

The Town of Appleton does not have its own law enforcement, medical services, hazardous materials response team, or public transportation. Knox County provides law enforcement, and regional hospitals are located in Rockport and Belfast. The Towns of Union and Camden provide ambulance services. The State of Maine and Knox County (Rockland) provide limited hazmat response. The school district could provide emergency public transportation through its bus system. Public works are contracted through the Appleton Road Commissioner. Fire Protection services are handled by the Town's Fire Department and mutual aid agreements with neighboring towns.

The likelihood of a disaster situation occurring in Appleton that could cause multiple deaths or injuries is very low. There are no large passenger transportation services. There are no habitations over two stories. Local forest fires are not swift and timely evacuations of the very low population density would not be difficult. Residents are accustomed to dealing with winter storms and power outages. There are no major bridges or waterways in town and no homes are in flood zones. The major portion of transported hazardous materials consist of oil, gasoline, and diesel and the hazards would be localized. School attacks present the only real danger to life.

Latitude: 44.289N
Longitude: 69.251W

APPLETON DEMOGRAPHICS (from the 2000 Census)

Total population	1,271 (Male = 631, Female = 640)
Average age	35.29 years
Age Distribution:	
15 or younger	305
16-24	131
25-44	416
45-64	290
65+	129
Square miles (land)	32.75
Population per square mile	38.81 / sq. mi.
Total housing units	547
Renter-occupied housing units	58
Average number of household members	2.81
Average number of rooms	4.76
Average number of vehicles	1.52
Median year structure was built	1968
Median year householder moved in	1997
Owner-occupied housing units	422
Average number of household members	2.63
Average number of rooms	5.82
Average number of vehicles	1.20
Median year structure was built	1979
Median value (\$)	\$92,200
Education	
High school graduates (includes equivalency)	357 (42.7%)
Some college, or associate's degree	198 (23.7%)
Bachelor's degree	119 (14.2%)
Master's, professional or doctorate degree	78 (9.3%)
Median household income	\$36,615

CONCEPT OF OPERATIONS

The Emergency Management (EM) Director is responsible to the Board of Selectmen for decisions and actions taken. The Board of Selectmen is legally responsible for the function of the local government.

Disaster notification will come from a Knox County EMA "Fan-out", Knox County Dispatch radio-page to the Appleton Fire Department, or by announcements on area television and/or radio broadcasts.

Any one of the Selectmen or the EMA Director may activate the Emergency Operations Center (EOC) or initiate the Emergency Operations Plan (EOP) if they determine that the disaster situation warrants the activation. Key town officers and citizens may be called to man the EOC.

The Board of Selectmen will issue an emergency declaration when the situation warrants the full use of resources to save lives and protect property. When the emergency is beyond the control and resources of the local government, a request for assistance may be made through the Knox County EMA to the Maine EMA and Governor. The Governor may declare a disaster within certain or all parts of Knox County and make State resources available to save lives, protect property and aid in disaster recovery.

The only emergency response force in Appleton is the Fire Department. The Fire Chief or Senior Fire Officer may request Mutual Aid from neighboring communities. Only the Fire Department has written mutual aid agreements.

EOC ACTION LEVELS

LEVEL	STATUS	ACTION
1	Standby	EOC Ready to be Activated
2	Increased Readiness	EMA Director to Man the EOC
3	Full Activation	Entire EOC staff recalled; 24 hours shifts established

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The following town officers may be tasked during a community disaster:

Board of Selectmen:

1. Assumes responsibility for the overall response and recovery operations.
2. Determines manning assignments of the town EOC.
3. Establishes a public disaster assistance program.
4. Approves press releases to the media.
5. Oversees the Damage Assessment program.

Emergency Management Director:

1. Establishes and maintains the town EOC.
2. Develops all town emergency plans and procedures.
3. Coordinates with Knox County and Maine EMA offices.
4. Coordinates with local American Red Cross (ARC) and SAD 3 School Superintendent.
5. Assigned as the town Public Information Officer (PIO) and Resource Manager.
6. Establishes EOC communications and warning systems.

Fire Chief: Oversees all fire department resources and directs fire department operations; responsible for initiating and implementing emergency evacuations.

Road Commissioner: Coordinates road repair and maintenance and is responsible for organizing the Damage Assessment program.

Shelter Officer: Appointed during emergency by Board of Selectmen to establish a Disaster Shelter.

Town Clerk: Maintains EOC and Town telephones and records information, tracks disaster expenditures. May delegate operation to others.

Animal Control Officer: Coordinates services and assistance provided to animal victims.

Health Officer: Reports on the prevention and suppression of diseases and conditions dangerous to public health to the Commissioner of Human Services; receives and evaluates complaints concerning nuisances posing a potential public health threat within the town; Orders the suppression and removal of nuisances and conditions posing a public health threat found to exist.

ADMINISTRATION AND LOGISTICS

The Board of Selectmen and the EMA Director are responsible for the activation of this plan.

The Appleton EMA Director is responsible for the submission of reports to MEMA, through the Knox County EMA. Town officers provide reports of response activities, damages, and other related information to the EMA Director. Each officer keeps records of actions, expenditures, and financial obligations in emergency operations.

If local resources are inadequate during emergency operations, assistance is requested through mutual aid agreements. Agreements exist with other towns for fire emergency services. They also exist with State of Maine agencies for forest fire suppression, rural search and rescue, and riot control.

All town disaster expenditures must be approved by the Board of Selectmen on the Town Warrant. The Town Treasurer will complete all financial actions once the expenditures have been approved.

PLAN DEVELOPMENT AND MAINTENANCE

Deficiencies found in this plan are summarized and submitted in writing to the EMA Director when noted. The EMA Director maintains a file of recommended changes or improvements. He or she reviews the entire plan annually and ensures that all procedures, policies, data and responsibilities are current and reflect actual assignments.

All changes to the plan will be approved by the Board of Selectmen.

AUTHORITIES AND REFERENCES

A. Authorities

Title 37B, Chapter 13, Maine Revised Statutes Annotated (MSRA), the Maine Emergency Management Act, as amended.

Public Law 920-81, the Federal Civil Defense Act of 1950, as amended.

Public Law 99-499, the Superfund Amendments and Reauthorization Act of 1986 (SARA).

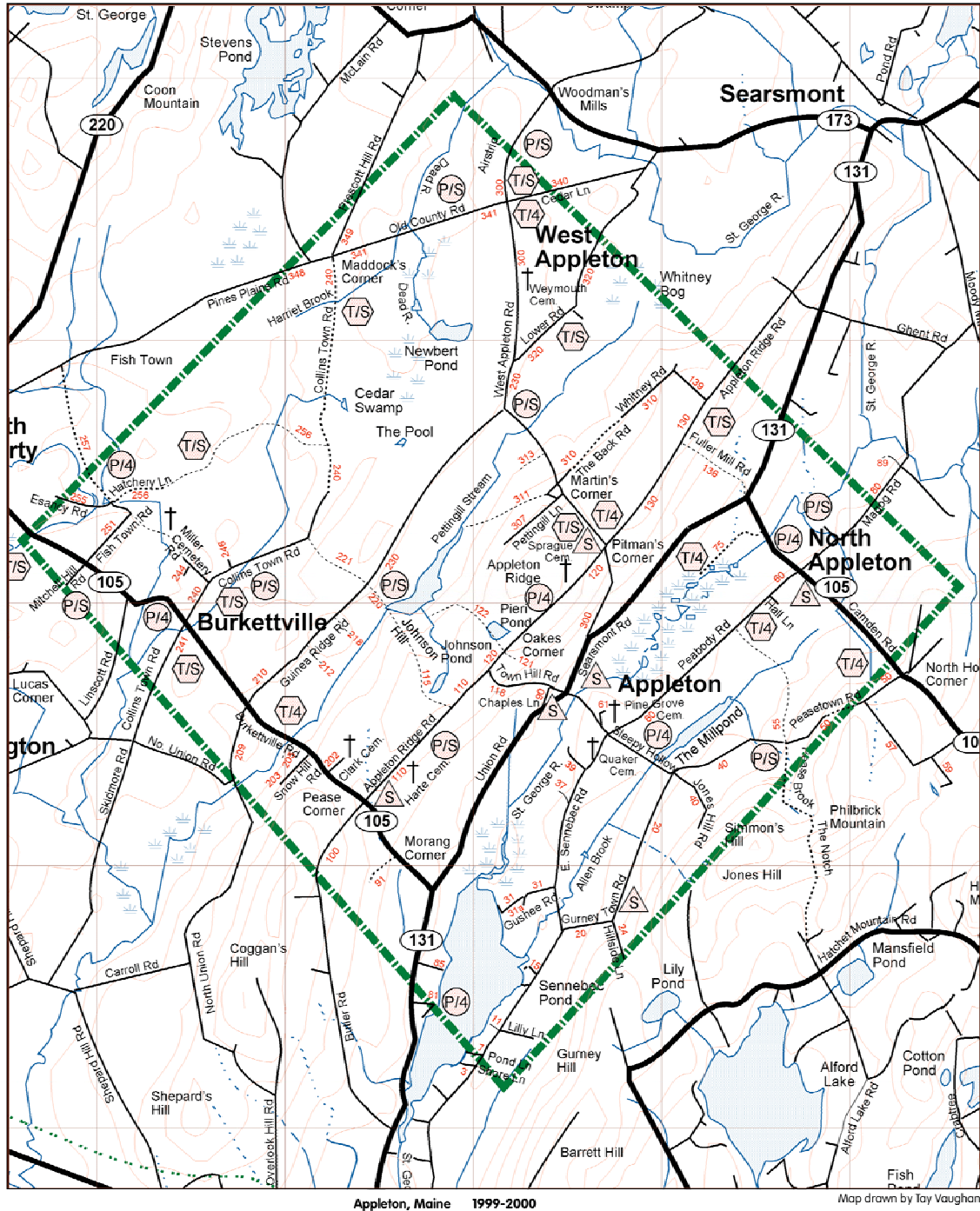
Public Law 93-288, as amended by Public Law 100-707, Robert T. Stafford Disaster Relief & Emergency Assistance Act.

B. References

Federal Emergency Management Agency. Objectives for Local Emergency Management. CPG 1-5, July 1984.

Federal Emergency Management Agency. Guide for All-Hazard Emergency Operations Planning. SLG-101, September 1996.

Map of the Town of Appleton, Maine



ANNEX A - DIRECTION AND CONTROL

PURPOSE

Because the Town of Appleton does not have any full-time, paid emergency responders, this annex provides guidance on suggested actions to be taken during emergencies by town officers and volunteers, and coordination efforts with county, state and contractor personnel.

SITUATION AND ASSUMPTIONS

Many hazards can cause disasters of a magnitude that makes centralized direction and control necessary. The Appleton EOC will be established by the Board of Selectmen or EMA Director if they feel the emergency warrants the establishment.

Initial notification to the Fire Department volunteer firefighters will come from a radio-page from the Knox County Regional Communications Center. There are no firefighters on shift duty.

Emergency staffing must be documented with the EMA Director for protection under State law.

CONCEPT OF OPERATIONS

The priority in emergencies is to save lives, limit injuries, limit damage to property, maintain the continuity of government, and return the area to normal.

The primary Emergency Operations Center (EOC) is set up at the Appleton Fire Station. The alternate EOC is located at the Town Office. The EOC's communications capabilities include telephone and 2-way radios. All Fire Department personnel can be reached through the Knox County Communication's Center via radio-pagers. The Knox County EOC is located at the Knox County Courthouse, Rockland.

The Selectmen have responsibility for the continuance of local government operations. The EMA Director assists the Board of Selectmen in this task. Either the Selectmen or EMA Director may activate the EOC as a central location for decision making. Town officers are represented at the EOC.

If an on-scene command post is established, the incident commander is the senior officer on the scene from the emergency service best suited to handle the situation. For a situation involving a fire or hazardous materials, the Incident Commander will be the Fire Chief. For any incident involving a terrorist situation, the first or most senior law enforcement officer from the County or State Police will be the Incident Commander. The command post keeps the EOC informed of the situation. The Appleton EOC keeps the Knox County EOC informed.

ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

The Board of Selectmen exercise broad control over emergency operations. They provide guidance on policy and approve information for the public. Town officer representatives in the EOC assure work is accomplished in a mutually supportive way. The EOC staff keep in contact with field forces and record their status, issue instructions to personnel, monitor progress, and keep the Selectmen informed.

The following groups and individuals have specific responsibilities during an emergency.

Selectmen: The Board of Selectmen make policy decisions and have responsibility for emergency response within Town of Appleton.

Emergency Management: As mandated by Maine State Law Title 37B, the Town of Appleton Board of Selectmen have appointed a person as the Emergency Management Agency (EMA) Director. He maintains the EOC and advises officials and agencies on emergency procedures. The EMA Director activates the EOC when necessary, coordinates resources, emergency response and recovery efforts, and compiles

damage assessment reports.

Law Enforcement: The Town of Appleton relies on the Knox County Sheriff's Office and the Maine State Police. Communications capability extends from response personnel in the field to coordinating personnel in the EOC or the Office depending on the size of the incident. They are responsible for evacuation and traffic control.

Fire Services: The Appleton Fire Department consists of Volunteer Fire Fighters. Personnel may help in damage assessment, search and rescue, firefighting, clearing debris, alerting the public, evacuation, and traffic control, if necessary.

Emergency Medical & Rescue Services: Emergency Medical Services are part of the Union Ambulance Service. They are responsible for providing ambulance sources.

Health and Welfare: A health officer has been appointed. She is responsible for protecting the public's health. Medical care is provided by Pen Bay Medical Center. The Board of Selectmen carry out welfare general assistance as required.

Public Works: This is contracted to private companies through the Board of Selectmen and the Road Commissioner. They are responsible for highway maintenance and will assist in damage assessment.

School Department: The public school is part of School Union 69 (Hope, Appleton, Lincolnville). The Appleton Village School complex is a primary public shelter resource.

When directed by the Selectmen or by the EMA Director, the EOC will be established and manned. At the discretion of the Selectmen or EMA Director, the following town officials may be included on the EOC staff:

- | | |
|----------------------------------|-----------------------------|
| A. Selectmen | E. Code Enforcement Officer |
| B. Emergency Management Director | F. Road Commissioner |
| C. Town Clerk | G. Fire Chief or Deputy |
| D. Animal Control Officer | |

ADMINISTRATION AND LOGISTICS

The town office provides logistical support for the EOC staff. The EOC may require 24 hour manning during the emergency period.

Only the Selectmen may authorize emergency town expenditures. This will be done on a town warrant.

Situation reports are compiled twice daily or as requested and forwarded to the Knox County EMA; at 7 am and 6 pm. Each municipal officer keeps a record of major events during EOC operations. The EMA Director develops the event log. Security personnel record persons entering and leaving the EOC. All communications stations keep traffic logs. Additional operational reports are submitted as requested.

Any requirements for food, water, emergency power, fuel, heavy equipment, and supplies that are more than the Town of Appleton can provide should be submitted to the Knox County EMA by the Selectmen or EMA Director.

The Town of Appleton is extremely limited in its response and recovery capabilities. Many services will require mutual aid from other communities and from state agencies.

MUTUAL AID CHART

AGENCY	RESOURCE A	RESOURCE B	RESOURCE C
Emergency Management	Knox County EMA 594-5155	Maine EMA 800-452-8735	FEMA Region I
Law Enforcement	Knox County Sheriff 911	Maine State Police 800-452-4664	FBI 947-6670
Fire Protection	Union FD Hope VFD Washington VFD	Camden FD Searsmont VFD	Any Knox County FD
Public Works	Contract Services Road Commissioner	Central Maine Power 800-696-1000	Tidewater Telephone Co. 785-9911
Ambulance Services	Union Ambulance 911	Camden Ambulance 911	
Hospitals	Pen Bay Med. Ctr. 596-8000	Waldo Cty. Gen Hosp. 338-2500	
Red Cross	Mid-Maine ARC 453-8029		
Environmental Protection	Maine DEP 800-482-0777	U.S. EPA 800-424-8802	Maine Forest Service 287-2791
National Weather Service	NWS (Gray) 800-482-0913		
HazMat Response	Nat. Response Center 800-424-8802	CHEMTREC 800-424-9300	CHEM-TEL 800-255-3924
MISC Resources	Poison Control Center 800-442-6305	Military Shipments 800-851-8061	Center for Disease Control

The Town of Appleton uses the National Inter-Agency Incident Management System (NIIMS) version of the Incident Command System (ICS). During any emergency, an Incident Commander will be identified in the field to coordinate emergency response and recovery forces. The Incident Commander will report up to the Emergency Operations Center which will oversee all municipal activities.

**Direction and Control
EOC CHECKLIST**

Incident: _____ Date: _____

- ☐ Receive notification from _____
- ☐ Notify all staff and volunteers.
- ☐ Activate and test all equipment.
- ☐ Begin message and event logs.
- ☐ Inspect emergency generator for fuel and start capability.
- ☐ Begin plotting and posting events.
- ☐ Brief staff upon arrival.
- ☐ When "manned and ready", report to Knox County EMA (338-3870).
- ☐ Review staffing pattern to ensure 24 hr. capability (If needed).
- ☐ Conduct "time check".
- ☐ Brief elected officials on status of EOC.
- ☐ Check on food, water, and sanitation supplies and make appropriate arrangements.
- ☐ Submit verbal and written situation reports to County EMA (Fax 338-1890). Consider need to declare an emergency.
- ☐ Establish EOC security procedures.
- ☐ Conduct periodic briefings for EOC staff.
- ☐ Determine shelter requirements, status of electrical and telephone, road damages/closures, isolated personnel, medical problems, weather conditions, etc.
- ☐ Review procedures for requesting assistance. Contact contractors for assistance.
- ☐ Maintain records of expenditures.
- ☐ Track mileage of vehicles used by town officials and volunteers. Track the work times of the town officials, EOC staff, fire department, and other volunteers.
- ☐ Brief oncoming shift personnel of all events and pending actions.
- ☐ Prepare initial damage assessment information for submission to Knox County EMA.
- ☐ Contact area volunteer groups to assist with emergency recovery operations.

**STATE of MAINE
LOCAL EMERGENCY / DISASTER SITUATION REPORT**

SITUATION REPORT INSTRUCTIONS

1. Introduction

During an emergency information on the nature, severity, and extent of the hazard's effects must be collected and analyzed. The results must be reported through established channels. This information provides officials a logical basis for their response decisions.

Following a hazard incident, local field units must promptly conduct a rapid reconnaissance of affected areas to assess the situation and report the information to local officials. This information should be consolidated at each level. The information is then reported to the Knox County EMA.

Depending on the severity of the situation confirmed by the reports, a decision is made at each level of government on the declaration of a "State of Emergency".

When required, these actions are followed by a detailed assessment of damage to both the public and private sector. These estimates (in dollar amounts) serve as the basis for a request of a Presidential disaster declaration. (See Annex I - Damage Assessment)

2. Situation Reporting

Following the initial area reconnaissance, reports are required at least daily to provide detailed information to the various levels of government. Reports normally originate at the municipal level. They identify the area being reported on and include observed damage. They shall be submitted through the Knox County EMA to MEMA and consist of the following types of reports:

- a. Verbal Reports: The first report is submitted by radio or telephone. Verbal reports are submitted as quickly as possible following a hazard incident.
- b. Situation Reports: A refined Situation Report is prepared and submitted through the County to State EMA at least daily or as requested. This report defines affected areas, identifies closed roads and highways, estimates the number of dead or injured, homes damaged, and resources needed.

Reports will provide, as a minimum, the information contained in the Situation Report Form. (See Annex I - Damage Assessment for further reporting requirements.)

ANNEX B - COMMUNICATIONS

PURPOSE

Communications during an emergency are critical. This annex shall describe the communications capabilities of the Town of Appleton. It shall also provide telephone and radio lists.

SITUATION AND ASSUMPTIONS

Most emergencies should leave the telephone system intact, however certain disasters such as a severe winter storm could knock out telephone communications. Telephones shall be used as the primary means of communicating. Two-way radios shall be used as a backup to the telephone system and as the means to communicate with personnel in vehicles.

Consideration should be made to the use or rental of cellular phones, CB radios or HAM radios that are owned by local town citizens.

CONCEPT OF OPERATIONS

The EOC shall communicate by telephone whenever possible. The primary EOC phone number is 207-785-3903. The alternate EOC phone number is 207-785-4722 (Town Office).

The EMA Director has been issued a hand-held and mobile two-way radio with the State Fire and Knox EMA radio frequencies. This radio may be used in the EOC. Additional hand-held two-way radios may be borrowed from the Appleton Fire Department. Radio traffic may be relayed through Knox County Regional Communications Center (KRCC; Dispatcher: 594-0677 or 594-8527). Contact with the Knox County Sheriff's Office is possible through KRCC. Nearly all the volunteer firefighters are issued a radio-pager. Page-outs may be initiated from KRCC. Fire trucks, the EMA Director's vehicle, and the Road Commissioner are equipped with mobile or hand-held radios.

The town government has no Internet or E-mail connectivity, although several of the town officers do maintain private connections to the Internet and E-mail servers.

The Town Office can send and receive fax transmissions. (207-785-3166)

If the telephone system is down, then the radio system will become the primary means of communication. However, if power is lost, many of the radios and pagers may die if there is no means of recharging them. In this case, it may become necessary to set up a system of "runners". Runners are people with transportation who will be used to hand deliver messages.

ADMINISTRATION AND LOGISTICS

The EOC shall determine what communications requirements it needs and allocate town resources as necessary.

Consideration should also be made to determine what private communication assets may be borrowed or rented from local residents and volunteer groups.

RADIO FREQUENCIES

Ch	LCD Name	Description	Frequency
01	KNOX RCC	Knox County Fire and EMS primary communications frequency. Used to send tone alarms (page-outs) to fire and EMS departments and for general communications. Repeater located on Ragged Mountain.	Repeater T 153.9725 R 155.8725 P/L 141.3
02	[Town/User]	Channel 2 is reserved for a local department's frequency.	
03	KNOX EMS	Knox County Fire and EMS tactical working frequency. Used for multi-jurisdictional responses to major incidents and as backup to the primary KNOX RCC. May be used by law enforcement when required. Repeater located on Benner Hill.	Repeater T 155.3850 R 159.0600 P/L 103.5
04	KNOX TAC	Knox County Law Enforcement tactical frequency. Used for incident command in a multi-jurisdictional response scenario. Repeater located on Ragged Mountain.	Repeater T 154.2200 R 150.7900 P/L 151.4
05	KNOX LAW	Knox County Law Enforcement primary frequency. Used for dispatch purposes by Knox County Sheriff's Office (SO), Rockport Police Department, and other law enforcement agencies. Repeater located on Ragged Mountain.	Repeater T 158.8800 R 153.9950 P/L 141.3
06	ST FIRE	State-wide frequency for fire and EMS use. Also used by Life Flight helicopters to confirm landing zones.	154.310
07	ST TAC1	State-wide mutual aid tactical fire frequency used only for on-scene coordination (northern part of state). Used by UNION FIRE DEPT. when on-scene.	154.265
08	ST TAC2	State-wide mutual aid tactical fire frequency used only for on-scene coordination (southern part of state).	154.280

Radio Programming for Appleton Fire Department

Page Tone: _____

Ch	LCD Name	Description	Frequency
02	APPLETON	On-scene communications, Appleton FD	153.785
09	HOPE	On-scene communications, Hope FD	154.415
10	WASHNGTN	On-scene communications, Washington FD	154.355
11	SEARSMNT	On-scene communications, Searsmont FD	153.845
12	WALDO N	Waldo County RCC. Used to send tone alarms (page-outs) to fire and EMS departments and for general communications in Searsmont, Liberty, Palermo, Belmont, Morrill, Montville, Freedom, Brooks, Monroe, Thorndike, Jackson, Unity, Troy, Burnham.	Repeater T 153.950 R 155.385 P/L 123.0
13	WALDO S	Waldo County RCC. Used to send tone alarms (page-outs) to fire and EMS departments and for general communications in Belfast, Northport, Searsport, Waldo, Swanville, Stockton Springs, Prospect, Winterport. Lincolnville, while in Waldo County, is paged by Knox RCC.	Repeater T 159.135 R 151.100 P/L 123.0
14	CAR CAR	State Police car-to-car.	154.695
15	SP AUG	State Police Dispatcher, Augusta. Receive only.	154.650
16	WEATHER	NOAA Weather Radio. Dresden.	162.475

RESOURCE LIST

January, 2004

ANIMAL CONTROL

Suzanne White	1174 Mitchell Hill Rd., Appleton, ME 04860	845-2888 H or Town Office: 785-4722
---------------	---	--

BARRICADES

John Boyington	Fire Dept.	785-3935 H
David Gould	Public Works	785-4347 H

CATERERS

Mark Eller, Coastal Critters Clambakes	437 Peabody Rd. Appleton, ME 04860	785-2022
--	---------------------------------------	----------

CHURCHES

Mark Adolphsen, Appleton Baptist Church	108 Seasmont Rd. Appleton, ME 04860	785-4921- Church 785-2778/6381 Parsonage
---	--	---

CONGREGATE CARE CENTERS / FEEDING FACILITIES

Appleton Village School – Jerney Ray, Principal Cap: Abt 200	Appleton Village School 737 Union Rd. Appleton, ME 04860	785-4921- Church 785-2778/6381 Parsonage
---	--	---

EMERGENCY MANAGEMENT AGENCIES

Taylor Vaughan Local Director	151 Seasmont Rd. Appleton, ME 04860	785-5522 H 785-5511 W 542-8710 Cell ema@appleton.me.gov
----------------------------------	--	--

FIRE DEPARTMENTS

Appleton Fire Department	2899 Sennebec Rd. Appleton, ME 04860	785-3903 Business 911 Emergency
-----------------------------	---	------------------------------------

GRAVEL & SAND SUPPLIER

C & M Curtis & Mary Starrett	1533 Appleton Ridge Rd. Appleton, ME 04860	785-5303
------------------------------------	---	----------

GROCERY / CONVENIENCE STORES

Debbie Millay Burketville General Store	1289 Burkettville Rd. Appleton, ME 04860	785-3434
---	---	----------

HEALTH DEPARTMENT

Wendy Chaston (Health Officer)	840 West Appleton Road Appleton, ME 04860	785-4132
-----------------------------------	--	----------

SCHOOLS

Appleton Village School K-8 Jeremy Ray, Principal	737 Union Rd. Appleton, ME 04860	785-4504 461-3627 H 461-3627 Cell
--	-------------------------------------	---

SHELTERS

Appleton Village School Cap. 145	737 Union Rd Appleton, ME 04860	785-4504
Appleton Fire Department	2899 Sennebec Rd. Appleton, ME 04862	785-3903

TOWN OFFICIALS

Donald Burke	1st. Selectman	905 Appleton Ridge Rd.	785-3936 H / 273-2002 W
Wendy Chaston	Selectman	840 West Appleton Rd.	785-4132 H
Daniel Shejen	Selectman	12 Town Hill Rd.	785-5140 H / 785-4081W
Pamela Tibert	Town Clerk/Tax Collector	2915 Sennebec Rd.	785-4722 W
Rebecca Hughes	Deputy Clerk/Tax Collector	2915 Sennebec Rd.	785-4722 W
David Gould	Road Commissioner	1081 Peabody Rd.	785-4347 H
William Valentine	Code Enforcement Officer	2915 Sennebec Rd	549-4558 H / 273-2421W
Taylor Vaughan	Emergency Management Agency Director	151 Searsmont Rd.	785-5522 H 785-5511 W 542-8710 Cell
Suzanne White	Animal Control Officer	1174 Mitchell Hill Rd. Appleton, ME 04860	845-2888 H
	Fire Chief		

EXTERNAL CONTACTS

American Red Cross	Mid-Maine	873-6176
Bangor ANGB Command Post	Bangor ANGB	1-800-538-6636
Camden First Aid Association	PO Box 368, Camden	236-8087
Central Maine Power -Fire Emer only	Augusta	1-800-535-5532
CHEMTREC	Washington D.C.	1-800-424-9300
Civil Air Patrol	72 Broadlawn, Brewer	989-2842
FEMA Region I	Maynard, MA	617-223-9540
Forest Fire Control	Augusta	287-2275
General Aviation Weather	Bangor International Airport	1-800-992-7433
Knox County EMA	Courthouse, Rockland	594-5155
Knox County Sheriff	327 Park Street, Rodkland	594-0429 or 911
Maine DEP	Augusta	1-800-482-0777
Maine DOT (Spill Contain)	Augusta	289-2551
Maine EMA	Camp Keyes, Augusta	1-800-452-8735
Maine Floodplain Mgmt	38 State House Station, Augusta	287-8063
Maine Geological Survey	22 State House Station, Augusta	287-2801
Maine State Police	Augusta	1-800-452-4664
Maritimes & Northeast Pipeline	565 Western Ave., Manchester	1-888-876-4080
National Response Center	2100 2nd St. SW, Wash D.C.	1-800-424-8802
National Weather Service	1 Weather Lane, Gray	1-800-482-0913
Pen Bay Medical Center	Rt. 1, Rockport	596-8000
Poison Control Center		1-800-442-6305

Radio Station – WBQX (Wbach)	119 Tilson, Rockland	594-9283
Radio Station - WRKD	15 Payne Ave., Rockland	594-1450
Radio Equipment	# 8 Rockport Park Center	236-7777
Coastal Communications	Rockport	
Sabastacook Valley Hospital	99 Grove St., Pittsfield	487-5141
Sterling Ambulance	PO Box 187, Union	785-3100
Television Station-WABI/5	35 Hildreth St., Bangor	947-8321
Television Station-WLBZ/2	Mt Hope Ave, Bangor	942-4821
Television Station-WMEB/12	65 Texas Ave, Bangor	941-1010
Television Station-WVII/7	371 Target Ind. Circle, Bangor	945-6457
Union Ambulance	567 Common Rd., Union	785-3803
Waldo County General Hospital	Belfast	338-2500

ANNEX C - WARNING

PURPOSE

This annex describes the current warning capabilities of the Town of Appleton and Knox County.

SITUATION AND ASSUMPTIONS

The primary National Warning System (NAWAS) warning point for Knox County is in the Knox County Communications Center located at 327 Park Street, Rockland, ME 04841-5302 (Linwood Lothrop, Director, 207-594-0429 x118, llothrop@knoxcounty.midcoast.com, 207-594-8527 direct to dispatcher).

The Communications Center is staffed on a 24-hour basis and notifies jurisdictions of warnings received. The Knox County EMA Office (Sylvia Birmingham, Director, County Courthouse, Rockland, ME 04841, Phone: 207-594-5155, sebema@knoxcounty.midcoast.com) is the alternate warning point. The National Oceanic and Atmospheric Administration (NOAA) Weather Radio system serves the coastal area. It also provides warnings of hazard situations; e.g., severe weather, national security and nuclear power incidents.

In Appleton, the primary local warning point is the Appleton Fire Station, located on Sennebec Road, next to the Town Office. The secondary warning point is the Appleton Town Office EOC. The Fire Department members and EMA Director can be radio-paged out by the Knox County Communication Center. The EMA Director is responsible for alerting the Selectmen and town officers. He is also responsible for providing warning to special care facilities (Appleton Village School and homes with elderly) and the public via warning devices and mobile notification. Notices may be posted at the Town's website.

CONCEPT OF OPERATIONS

The dispatcher at the Knox County Warning Point fans out information to the local jurisdictions. Fan-outs may originate at the local level and go up to the Knox County Warning Point. The Emergency Alerting System (EAS) is activated according to the Maine Emergency Alert System Plan. The EMA Director may contact the Knox County EMA Director to activate this system. The Appleton EMA Director or Selectmen may also contact area radio stations directly. Warning is disseminated through all appropriate systems. See attached fan-out chart.

Logs, fan-out reports, and all messages must be kept for at least one year.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The Town of Appleton's Board of Selectmen is responsible for ensuring that alerting and warning capabilities exist and special needs populations (school children and elderly) are notified.

The EMA Director shall update Town Fan-out Reports, alert Town Officers and EOC Staff, relay fan-out information, and report status to the Knox County EMA.

The EOC shall initiate warning communications to the town residents.

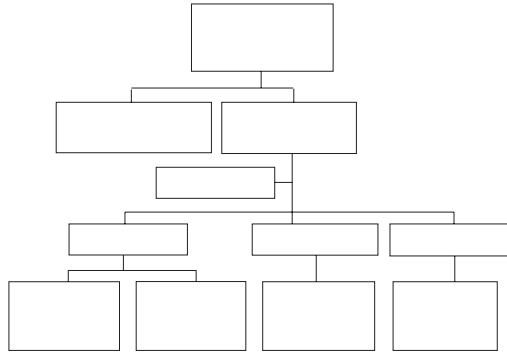
ADMINISTRATION AND LOGISTICS

The EMA Director, in conjunction with the Selectmen and Fire Department personnel, develops guidelines for alerting personnel and special care facilities and warning the public.

The Fire Department dispatcher makes verbal and written reports of alert notifications received, actions taken, and times of completion. These reports are recorded and given to the EMA Director.

MUNICIPAL FANOUT CHART

Primary Warning Point:
Knox County Communications Center
207-594-8527 or 911.



STEPS:

1. Word must be passed down the chain. If a town officer is not reached, then call the officer in line down on the list.
2. The first town officer to report to the Town Office should contact the Appleton Village School, if it is in session.
3. Consider using the Fire Department to drive around town and alert townspeople of the disaster situation. Have them check in on elderly living alone.
4. Consider posting notices to the Town's website at www.appleton.me.gov.
5. Consider calling radio or television stations to help get the word out.

WARNING CHECKLIST

☐ Received notification. From : _____, Date/Time: _____

☐ Complete the Fan-out according to Emergency Operations Plan.

If limited warning time, the following actions may be undertaken by the emergency management director and fire department personnel.

☐ a. Telephone and Radio callout.

☐ b. Mobile notification routes followed with public address system or door to door notification.
Requires 4 vehicles.

☐ c. Warning notification to Appleton Village School.

Other public warning is used as available and as time permits.

☐ a. Postings to the Town's website

☐ b. Radio announcements

☐ c. Television announcements

☐ Maintain signed logs of emergency communication traffic and activity.

MOBILE NOTIFICATION ROUTES

VEHICLE	ROADS (In Order) Starting From Town Office
1	Peabody Road; Camden Road (Rt. 105) to Hope town line; Searsmont Road (Rt. 131) to Searsmont town line; Appleton Ridge Road (north end); Whitney Road; West Appleton Road; Lower Road; Pettingill Road
2	All of Sennebec Road; Sleepy Hollow Road; Jones Hill Road; Gurneytown Road; Hillside Road; Lilly Lane; Pond Lane; Shore Lane
3	Union Road to Union town line; Burkettville Road (Rt. 105) to Washington town line; Snow Hill Road; Guinea Ridge Road (south of Rt. 105); Collinstown Road (south of Rt. 105); Mitchel Hill Road; Fishtown Road; Esancy Road
4	Town Hill Road; Chaples Lane; Appleton Ridge Road (south); Guinea Ridge Road (north of Rt. 105); Collinstown Road (north of Rt. 105); Miller Cemetery Road

ANNEX D - EMERGENCY PUBLIC INFORMATION

PURPOSE

This annex will describe the reasons for an Emergency Public Information program and the duties of the Public Information Officer.

SITUATION

The Town of Appleton has a continuing program to provide information about potential hazards, local government preparedness activities and emergency services to the public. Brochures, pamphlets, publications, and press releases are available at the Town Office.

Town residents will need to be notified immediately if forest fires, a hazardous materials accident, or a terrorist situation forces them to either shelter in-place or to evacuate. Residents will need to be informed, as soon as time permits, as to actions they should take during flooding of roads or a severe winter storm. Appleton Village School children and elderly living alone should be notified and assisted first.

The primary means of dissemination will be by telephone. The EOC will call key residents on each of the town roads and request that they pass the word to their neighbors.

The secondary means of dissemination, especially within the immediate danger zone, will be by using the Fire Department to go door-to-door.

Contacting area radio and television stations to disseminate information should be considered by the Selectmen. Notices and warnings may be posted to the Town's website at www.appleton.me.gov.

CONCEPT OF OPERATIONS

The Selectmen and/or EMA Director will initiate the dissemination of emergency public information.

The primary information center for the town is established at the Town Office in a major incident. The alternate information center shall be the Fire Station. Media briefings are held as frequently as possible. Media releases are prepared in the EOC. The EOC should monitor radio and television news and answers telephone inquiries.

The Knox County EMA activates the Emergency Alert System. If the County EMA Director can't be reached, contact the Maine State Police.

A Public Information Officer (PIO) is responsible for all contacts with the media.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The Appleton Emergency Management Agency Director is the primary Public Information Officer (PIO), with the Selectmen acting as alternates. The PIO is responsible for providing emergency information to the public and media. If time permits, the PIO should coordinate any news releases with the Selectmen, prior to release.

ADMINISTRATION AND LOGISTICS

Emergency information is released to the local media through the EOC. Information is verified before release. Rumors are investigated and correct information issued if necessary. Radio, television, and newspaper announcements are monitored to ensure accuracy.

The PIO keeps logs of emergency information activities.

Emergency Public Information**CHECKLIST**

Below are suggested actions for the Appleton Public Information Officer (PIO) to take during an emergency. Changes may be made depending on the situation.

Ensure that all information is clear, confirmed, and approved by appropriate authority before release to the media or public. Do not release unconfirmed information or speculate on the extent of the emergency.

INCIDENT INFORMATION

Nature	
Location	
Time of Impact	
Casualties	
HazMat	
Explosives	
Cordon Size	
Evacuation Instructions	
Firefighting	
Public Dangers	
Decontamination	
Property Protection Measures	
Who to Contact	
Current Response Actions	

- ☐ Monitor news programs and review news articles for accuracy. Correct serious misinformation whenever possible.
- ☐ Provide sufficient staffing and telephones to handle incoming media and public inquiries (rumor control) and gather status information.
- ☐ Ensure that official spokespersons are thoroughly briefed about all aspects of the emergency.
- ☐ Initiate procedures for contacting people who may have been injured or suffered losses.
- ☐ Keep the Selectmen informed of all actions taken or planned.
- ☐ Maintain a log and a file.
- ☐ Keep Knox County EMA informed of all information released.

ANNEX E - EVACUATION

PURPOSE

This annex will describe the provisions for the Town of Appleton to ensure the safe and orderly evacuation of residents threatened by disaster situations.

SITUATION

Evacuation may be used to protect the health and safety of the public. Private vehicles and school buses are the primary means of transportation. Emergency services vehicles are also used when needed for incapacitated people. No one can be forced to leave their home, but efforts are made to inform every one of the threat and of help available for evacuees.

Town residents may be evacuated if they are threatened by out of control forest fires, a hazardous materials accident, or a terrorist situation. A forest fire threat exists in all parts of town. The most likely location for a hazardous materials accident is along the Route 131 north/south traffic corridor. The most likely location for a terrorist situation is at the Appleton Village School complex.

A slow, controlled evacuation may take place in a severe winter storm. The most likely evacuees will be elderly residents or families who lose the ability to heat their homes.

CONCEPT OF OPERATIONS

The EMA Director or Fire Chief will oversee a general evacuation of residents within the town. They may request assistance from the Knox County EMA.

For a terrorist situation, the senior law enforcement officer from the Knox County Sheriff's Department or the Maine State Police, will oversee evacuations. They may request manpower and equipment assistance from the Appleton Fire Department.

The characteristics, path, and magnitude of the hazard determine the number of people to be evacuated, the time available, the evacuation routes, and the distance of travel. The Fire Chief is responsible for the final route determination. Evacuation is coordinated with shelter operations, emergency information and traffic control operations.

The general population uses private transportation. Those without transportation, including elderly and handicapped are transported by other means. Contact the Superintendent for School Union #69 in order to request school buses to aid in the evacuations.

Evacuation and reentry instructions are given via radio, television, and by traffic control. Signs and cones may be needed to help direct evacuees.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The Selectmen are the authority for establishing evacuation policy.

The EMA Director coordinates evacuation activities, compiles all evacuation information, and keeps the Selectmen informed. The Fire Department, with assistance from the Knox County Sheriff's Department, shall be responsible for traffic control and barricades. The Animal Control Officer will coordinate efforts for the evacuation and sheltering of animals, especially farm animals.

ADMINISTRATION AND LOGISTICS

The Selectmen, Fire Chief, or EMA Director are responsible for ordering evacuation to protect the health and safety of the public. The first responding emergency services personnel initiates emergency evacuation of a threatened area and notifies their headquarters.

Attempt should be made to record the names of all those residents who have been evacuated.

Return to the evacuated area takes place when it is deemed safe for the citizens to return. Reentry will be handled in the same way as the evacuation.

Emergency services personnel in the field report the status of evacuation to their agencies. The agency keeps the EOC informed. The EOC informs the Knox County EMA of response actions.

SPECIAL NEEDS FACILITY INFORMATION

Facility	Population	Phone	Transportation
Appleton Village School	150 +	Tel: (207)-785-4504. Fax: (207)-785-3036	Bus

Evacuation Checklist

- ☐ Establish traffic control and perimeter control points. Permit entry only to appropriate response personnel.
- ☐ Request and provide transportation and other resources in coordination with the EOC.
- ☐ Ensure residents in the affected area are notified (Refer to warning checklist).
- ☐ Direct residents out of the affected area and to shelters.
- ☐ Check all residents are out of the affected area.
- ☐ Provide security at shelters.
- ☐ Provide security to affected area.
- ☐ Coordinate return of residents when safe to do so.
- ☐ Refer those who require medical evaluation to an appropriate center.

ANNEX F - MASS CARE

PURPOSE

This annex describes the Appleton Mass Care or sheltering program.

SITUATION

It may be necessary to seek shelter from the effects of hazards and to shelter evacuated people. It is the responsibility of the Board of Selectmen to protect their residents by providing shelters when required in an emergency.

The primary Mass Care facility will be the Appleton Village School. This facility will be used as feeding and sleeping quarters for evacuated residents. Contact the School Superintendent or School Principal to coordinate the possible use of this facility.

Alternate facilities and primary manpower may come from local organizations, such as the Grange, Masons, and Churches.

The Town of Union and/or the Knox County EMA may also offer shelters for use by Appleton residents. Contact the Union Board of Selectmen and/or the Knox County EMA Director for more information.

Requests may also go to the local American Red Cross for assistance in establishing, manning, and managing a local shelter.

CONCEPT OF OPERATIONS

The EMA Director may work with the Red Cross in developing shelter use agreements, selecting shelter sites, and training shelter management teams. The EMA Director coordinates the efforts of the municipal officials, school system, other facility owners and the Red Cross.

If the Red Cross is not involved in the town shelter, then the Board of Selectmen will assign a Shelter Manager who will supervise operations in the facility. This person may be any town resident who is willing to take on the responsibilities. Consideration should go to a local organization, such as the Grange or the Baptist Church to request manning for shelter management team. The Shelter Manager reports to the EOC. The Shelter Manager assigns groups with special needs to similar facilities in a safe area according to staff and space available. If at all possible, these volunteers should receive ARC Shelter training.

The EOC will determine if and when the town will activate a mass care facility. Due to the fact that most people will stay with relatives or friends, a shelter may not be required. Determine if there are any residents who do not have a place to stay.

Actions must be taken to register people reporting into the town shelter, sustain them in the shelter, and release them from the shelter when the hazard has diminished.

Feeding, sanitation, and bedding for the shelter residents will need to be provided. The Selectmen may authorize the purchase of emergency supplies, food, water, sanitation supplies, cots, and blankets for the shelter.

Consideration should be made as to establishing a bus service to pick up those needing sheltering and transporting them to the Appleton, Union, or other mass care shelters in the County.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The Board of Selectmen are responsible for ensuring shelter capabilities exist. There is a regional agreement between the County EMA and the Local Chapter of the American Red Cross (ARC) to manage

shelters in many emergencies. The ARC will coordinate and manage their shelter management teams. If the shelter is not operated by the ARC, a town resident must be appointed the Shelter Manager to ensure that all shelter tasks (registration, feeding, etc.) are accomplished.

The Animal Control Officer is responsible for organizing an effort to help shelter local animals.

ADMINISTRATION AND LOGISTICS

Evacuees are assigned to shelter and feeding facilities depending on the hazard effects of the emergency. Attempts will be made to allocate 40 square feet per person.

The Shelter Manager will keep the EMA Director and EOC informed of the status of the shelters. The Appleton EOC will keep the Knox County EMA informed.

Complete records of expenditures and operations are given to the EOC. Copies are given to the Red Cross for reimbursement if the Red Cross operates the shelter.

NOTE: The Town of Appleton does not maintain, nor plan for Fallout Radiation sheltering.

Mass Care Checklist

- ☐ Contact the American Red Cross Chapter and alert them to possible need for sheltering.
- ☐ If American Red Cross cannot support a shelter in Appleton, contact the Knox County EMA to determine if the County is establishing any shelters.
- ☐ If the County is not providing a county-wide shelter, contact local volunteers and activate a shelter. Cost may be borne by town.
- ☐ Ensure the Shelter is adequately stocked and staffed.
- ☐ Ensure security is provided for Shelter.
- ☐ Provide communications link between the Shelter and the EOC.
- ☐ Maintain status of shelter operations and allocations.
- ☐ Clean and return the Shelter to original condition.
- ☐ Submit shelter expenditure statement for reimbursement.

ANNEX G - HEALTH AND MEDICAL

PURPOSE

This annex will describe the Health and Medical options open to the Town of Appleton.

SITUATION AND ASSUMPTIONS

The Town of Appleton has no medical facilities, no medical personnel, no emergency medical services, no public or environmental health services, and no mortuary services.

If there is a large scale disaster, in which there are large numbers of casualties in the area or county, outside emergency medical services may not be able to respond immediately to Appleton.

It is critical that roads be kept clear of debris so that EMS personnel can locate and transport casualties.

CONCEPT OF OPERATIONS

The Fire Chief will coordinate the requirements for medical attention at a localized disaster scene, such as a Hazardous Materials accident or a Terrorist attack.

The Union Ambulance Service or Camden Ambulance Service will be the primary EMS.

If the situation warrants, the EOC should request volunteers to assist with Search and Rescue, expedient casualty care, and possible transportation of victims.

A Mortuary Collection Point should be established in a safe and secure area near the mass casualty incident scene for storage of the deceased.

If the incident involves chemical or radiological materials, the Fire Chief must initiate decontamination measures for the emergency responders, evacuees, victims, and the deceased.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The Fire Chief is the incident commander (IC) for all mass casualty incidents.

The EMA Director will coordinate emergency medical assistance through the Knox County EMA.

The EOC will attempt to record the names of all personnel who are injured, killed, or missing.

The Board of Selectmen will request and fund the use of heavy equipment needed for debris clearance.

The Town Constable will coordinate with the Knox County Sheriff's Dept or the Maine State Police to provide security to the disaster scene.

ADMINISTRATION AND LOGISTICS

Emergency Medical support may come from Pen Bay Medical Center or the Waldo County General Hospital, the Knox County Search and Rescue Team (SRT), the American Red Cross, or the Maine National Guard. See the communications annex for telephone numbers.

Some town residents may have limited medical training. Contact these individuals.

ANNEX H - RESOURCE MANAGEMENT

PURPOSE

This annex will list some sources of resources in the Town of Appleton or in neighboring communities.

SITUATION AND ASSUMPTIONS

All emergency situations will require manpower, communications, and vehicles.

The town has no paid employees for use in emergency response and recovery. Manpower will be all volunteer. The initial manpower source will be members of the Appleton Fire Department. The firefighters can be notified and can respond within minutes. The EOC or Board of Selectmen should contact other town residents to seek out volunteers. Manpower requests should also be forwarded to the Knox County EMA.

The Town of Appleton owns a total of five vehicles; all five are fire department trucks. Consideration should be made to contract with local contractors and individual residents for other vehicle resources.

Communications consists of telephones in the Town Office and Fire Station and in two-way radios maintained by the Fire Department and by the Road Commissioner. Requests for additional communications equipment should be made to the Knox County EMA and Sheriff's Department.

Forest Fires will require a great deal of manpower and water transportation. Initiate fire department mutual aid agreements with area towns and the Maine Forest Service.

Hazardous Material Incidents will require outside support immediately. The owner of the HazMat is responsible for cleanup, however, the Fire Department is responsible for setting up a hot zone, evacuating and decontaminating people, upchanneling information about the incident, and restricting access. Notify the Knox County Communications Center and Knox County EMA immediately.

The Town of Appleton has no resources to respond to a terrorist Incident except to evacuate the injured and close roads in the area. Notify the Knox County Sheriff's Office immediately.

Severe winter storms will require snow removal and debris clearance for local roads, and electrical power generation for the Fire Station and Town Office.

Flooding will require emergency road repairs, which must be contracted.

CONCEPT OF OPERATIONS

The Town of Appleton will use its local resources and will call upon mutual aid before contacting Knox County for assistance. The Knox County EMA then coordinates resource acquisition. Records are kept of the deployment of resources. The Appleton EOC will inventory town resources, replenish depleted stock and recondition or replace used equipment after an emergency.

The storage, maintenance and replacement of equipment and materials borrowed from the county and state are the responsibility of the Town of Appleton. This information will be tracked on a wall-mounted status board.

In a Presidentially Declared Disaster, the Federal Emergency Management Agency (FEMA) and the Maine Emergency Management Agency (MEMA) establish Disaster Application Centers (DAC's) in the most seriously damaged areas. Officials at the Federal, State and County levels decide the final numbers and locations of the DAC's. Individual victims and businesses go to DAC's to apply for assistance.

The Selectmen or their Representative will attend FEMA assistance briefings to initiate the application process for facilities. Accurate records of damages and expenditures are kept for federal reimbursement.

Following a Presidential Disaster Declaration, the cost of local emergency response operations may be partially reimbursed through a federal disaster assistance program. Protective measures also may be reimbursed.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

This plan identifies the Emergency Management Director as the Appleton Resource Management Officer. He/she is responsible for tracking major resources and those resources obtained from outside sources. Specific attention is given to the unique needs of special care facilities and populations.

A staging area will be established at the Fire Station / Town Office.

The Selectmen will establish contracts or expend town funds to procure emergency supplies, equipment, materials, and services.

The Board of Selectmen administers the community's assistance programs. The town provides for basic needs of the affected population through local emergency assistance programs.

The Selectmen and EMA Director will provide Disaster Assistance information to the town residents.

The Road Commissioner will coordinate resources to reopen blocked or damaged roads and bridges.

The EOC will coordinate the receiving of donations and the use of volunteers.

ADMINISTRATION AND LOGISTICS

The Board of Selectmen shall identify needs that cannot be met with local and mutual aid resources, and report these needs to the EOC. When it appears local resources may soon be exhausted, a request for assistance is made to the Knox County EMA.

ANNEX I - DAMAGE ASSESSMENT

PURPOSE

This annex will describe the actions to be taken and forms to be completed for the Town of Appleton Damage Assessment program.

SITUATION AND ASSUMPTIONS

When extensive property damage, injuries, or loss of life occurs, a damage assessment expedites response and recovery operations.

The Road Commissioner will assess damages to town roads and bridges.

The Fire Department, along with other volunteers, will be organized into Damage Assessment Teams in order to assess damages to homes, business, roads, bridges, forests, power lines, etc.

All damage assessments and repair cost estimates will be reported to the EOC, and then upchanneled to the Knox County EMA as soon as possible. A verbal report may be completed prior to a written one.

CONCEPT OF OPERATIONS

There are three phases of damage assessment.

Basic Situation Appraisal (Form 7): Accomplished by the Selectmen and the EMA Director to determine the need for immediate aid and to estimate the magnitude and severity of the situation. A Form 7 and instructions for completion follow this page. It is designed to measure impact as it relates to possible Emergency Disaster Declarations by the Governor or the President.

The original is given to the Knox County EMA as soon as possible. Knox County EMA reviews the information and forwards it to the Maine Emergency Management Agency (MEMA).

Preliminary Damage Assessment: Done by State and federal teams with input and guidance from local personnel. These teams use technical expertise to assess damages to publicly owned property (bridges and roads). They also verify private damages included on Form 7's.

The Knox County EMA is the liaison between these teams and local officials.

Damage Survey: After a Disaster Declaration by the President, State and federal personnel conduct a more detailed survey for cost estimates of repairs to public property. The Board of Selectmen provide guidance.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The Selectmen are responsible for assuring an initial situation appraisal is conducted. The EMA Director is responsible for coordination with the county, state and federal personnel involved in damage assessment.

ADMINISTRATION AND LOGISTICS

Initial damage assessment reports to county may be verbal, but are followed with hard copy information on a Form 7 within 24 hours. Prompt submission of Form 7's is necessary for assistance from the State and federal governments in recovering from a disaster.

**MAINE EMERGENCY MANAGEMENT AGENCY
DAMAGE AND INJURY ASSESSMENT FORM 7
ABBREVIATED INSTRUCTIONS**

Reasonable estimates are acceptable. Information should be reported to the Knox County Emergency Management Agency (EMA) within 24 hours of a request for information from Knox EMA or MEMA. Even if you consider damage in your area to be insignificant, please file this report. A complete picture of the impact of the disaster is necessary for State officials to decide if Federal assistance can be requested. Failure or delay in submission of this information may result in delay or loss of Federal assistance for your county and community.

If you need further assistance, contact your County EMA or MEMA.

General Information

Original or revision: Check one only. Each report should contain the current totals (all the damage up to that point). Number each revised report consecutively, i.e., first revision #1, second revision #2, etc.).

Type of disaster: Enter "flooding", "hurricane", "coastal storm", "earthquake", etc.

Information provided by: Person who should be contacted for more information.

Public Damage

Public damages are damages to government-owned properties and facilities. They are based on the cost of returning those properties to their pre-disaster condition. They also include out-of-pocket costs incurred by government in response to the disaster.

A. Debris Removal: The debris must be a direct result of the disaster. Enter costs incurred or projected for removing debris from public property. Do not include debris removal estimates from private property, unless local government has a legal responsibility to so. Include actual and estimated costs to remove debris from public roads and streets in your jurisdiction.

B. Protective measures: These can include the cost of search and rescue, demolition of unsafe structures, and actions taken by governmental forces to reduce the threat to public health and safety. The disaster must be responsible for your extra costs.

C. Road Systems: Cost to return property to its pre-disaster condition. Include only property owned by the jurisdiction (do not include any State or Federal Aid System roads, streets, bridges, etc.)

D. Water Control Facilities: Facilities owned, operated, or maintained by the local unit of government.

E 1. Public Buildings, Facilities and Equipment: This should include any equipment directly damaged by the disaster (not those damaged during response), replacement of broken windows, damaged roofs, etc.

E 2. Schools and School Property: Separate public schools, supplies and school property from other public facilities and equipment. Do not include private, non-profit schools. They are included under Individual Damage.

F. Public Utility Systems: Enter all costs to repair damages to City or county owned utilities and utility systems. These can be the emergency repair and/or projected permanent replacement costs.

Total Public: Add totals in all public categories.

Individual Damage

Individual damages are damages to individuals, businesses and working farms (crops, livestock, buildings or equipment), and private non-profit facilities (for example, churches or private schools).

NOTE: Re-enter name of jurisdiction and current date at top of Page 2.

Residential: Primary homes are those used as reference for filing income taxes and voting. Homes may be considered "primary" which are necessary because of the location of employment. Secondary homes are usually vacation homes. If a secondary home is rented out, then damage to it would be listed under Business. Estimated values are acceptable. (Do not list homes situated on active farms in this section. They will be included under Agriculture.)

- a. Destroyed: Totally uninhabitable and beyond repair.
- b. Severely Damaged: Structural damage that cannot be repaired within 30 days. These houses are uninhabitable without major structural repairs.
- c. Moderately Damaged: Structural damage that can be repaired within a 30 day time period. These houses can be lived in with minor repairs.

Note: The Red Cross does not categorize major/minor damage in the same manner. You should be aware of this if you decide to utilize their damage assessment.

Mobile Homes: Use Same categories of damage as houses above. Water above the floor of a mobile home for any significant length of time generally causes severe damage to it, even though some occupants may choose to move back in.

Note: Report numbers of homes damaged even if you do not at present know the value.

Total Residential: Include both Primary and Secondary Residences.

Business: Number Now Unemployed: Include only those who are unemployed due to the disaster. This can be the result of either business damage or their inability to travel to that business.

Agriculture: Include operating farms only. Damage to a rural located "farmhouse" and/or outbuildings that are not part of an operating farm should be listed under Residential.

Crop Land: Estimated dollar value of damage to field crops, fruit trees, and timberlands significantly damaged by the disaster.

Private Non-Profit Facilities: Do not include facilities supported by tax dollars and the responsibility of government. They should be listed in the Public Damage section.

Total Individual: Add Total Residential, Total Business, Total Agriculture and Total Private.

GRAND TOTAL: Add Total Individual Damage and Total Public Damage.

Damage Assessment Checklist

- ☐ Recall all firefighters. Contact the Selectmen and Road Commissioner. These people will form the Damage Assessment Team.
- ☐ Assign roads and/or areas of towns to each Damage Assessment Team. Hand out damage forms for teams to record information.
- ☐ Assign hand held or vehicle radios to each team
- ☐ Dispatch teams with chainsaws, water, food, and foul weather clothing.
- ☐ Report damage information to the Appleton EOC at 568-3653. Damage reports will be presented to the Selectmen and submitted to the Knox County EMA Director.
- ☐ Request public to report damages of businesses and private property to the Appleton EOC.
- ☐ Collate information, prepare Form 7, and report to Knox County EMA as soon as possible.
- ☐ If severe or extended event, supply initial report to County and follow up with detailed information. Information should be reported at least daily if major disaster.

ATTACHMENT 1 - FLOODING

NATURE OF THE HAZARD

Appleton is a very hilly area with a lake (Sennebec Lake), several ponds (Mill Pond, Pieri Pond, Johnson Pond, Newbert Pond, The Pool) and two major rivers flowing through to the sea: the St. George River and the Medomac River. There are also several streams – Allen Brook, Pease Brook, Pettingill Stream, Harriet Brook). There are no homes or business structures in any areas with potential for major flooding.

RISK AREA

There are several roads that can become damaged from major flooding, which are mostly due to inadequate drainage capabilities in the roadways.

DIRECTION AND CONTROL

The Appleton Road Commissioner will be responsible for responding to flood damaged roads by initiating repair contracts or contacting the Maine Department of Transportation.

WARNING

The Appleton Road Commissioner will be responsible for posting any and all roads that he deems unsafe for vehicle or pedestrian traffic.

RESOURCE MANAGEMENT

The Town of Appleton does not have a public works department, nor any equipment. All road work associated with flooding will require a contract for repairs. The Maine Department of Transportation is available for roadway repairs in the advent of a life emergency.

ATTACHMENT 2 - SEVERE WINTER STORMS

NATURE OF THE HAZARD

The Town of Appleton is very susceptible to severe winter storms. Central Maine can receive a great deal of snow and ice and air temperatures can drop to 30-50 deg F below zero. A large portion of Appleton's roads are single lane dirt roads. All Appleton roadsides are heavily forested.

RISK AREA

It is very easy for town residents to become trapped in their homes due to totally impassable roads, especially on the single lane dirt roads. The major concern is the difficulty for emergency response by EMS and Fire Protection Services.

Another area of concern is for elderly residents who lose the capability to heat their homes and fail to communicate the danger they are in.

Finally, the electrical power distribution system is susceptible to damage by accumulating ice and downed trees. Residents can be faced with extended periods of time (up to two weeks) without electricity. This will create difficulties with heating, water supply, sanitation, and food preparation.

DIRECTION AND CONTROL

The Board of Selectmen and EMA Director should activate the EOC during an extended severe winter storm. The EOC will organize water supply, heat assistance, emergency food supplies, and will organize volunteers for disaster response, setting up shelters, and collecting damage assessment information.

The Road Commissioner is responsible for keeping the town roads open for traffic.

Central Maine Power's outage reporting hotline is 1-800-696-1000.

RESOURCE MANAGEMENT

The EOC will locate an electrical power generator and hook up the fire station (adjacent to the Town Office) to emergency power. The EOC will ensure that there is enough heating and generator fuel, flashlights and First Aid Kit.

ATTACHMENT 3 - HAZARDOUS MATERIALS ACCIDENT

NATURE OF THE HAZARD

Hazardous materials (HazMat) travel through and are stored in the Town of Appleton every day. A HAZMAT accident can happen at any time at any location in town. However, there are certain areas in Appleton that are more susceptible to a HazMat accident than the other parts of town.

RISK AREAS

State Route 131 and occasionally State Route 105 are primary transportation corridors for tanker trucks carrying HazMat. Most of the HazMat is fuels (gasoline, heating oil, etc), however there are many HazMat types that transit this corridor.

The largest concentrations of HazMat is at the Appleton Village School, at an automobile repair facility on Rt. 131, and at the Burkettville General Store, where gasoline is sold. There are no fuel oil dealers or propane dealers in Appleton. There are no chemical processing or waste treatment plants in the town.

CONCEPT OF OPERATIONS (See the Appleton Hazardous Materials Contingency Plan for further information)

Technical advice or assistance is available through the incident command system from State, Federal and chemical experts. Several Appleton Firefighters have HAZMAT: First Responder Awareness Training; there are none with higher levels of training.

RECOMMENDED SCENE LAYOUT

Establish inside perimeter a minimum of 200 feet around the accident scene. If fire is present, secured boundaries should extend at least 1000 feet downwind.

Decontamination area should be located upwind of the scene, beyond the inside perimeter, and in a radiation free area. All equipment and uninjured personnel leaving the "hot zone" should be held at the decontamination area until surveyed by a qualified monitor.

ATTACHMENT 4 - FOREST FIRES

NATURE OF THE HAZAR

Appleton is primarily forest land and fields. Therefore, during long dry periods, the town is very susceptible to grass fires and forest fires. Most will be minor incidents that the Appleton Fire Department (AFD), with mutual aid support, will be able to handle. This attachment will deal with a major, large scale wildland fire.

RISK AREA

The most severe threat will be to homes and the town roads. The homes of most residents are completely surrounded by forest land. The town roads are tree lined over the majority of the mileage. During a large scale wildland fire, many roads could be blocked by burning trees and brush. Residents could very well be trapped within the forest fire with no way to reach safety. The Appleton Fire Department will be quickly overwhelmed; with many of the volunteers themselves becoming trapped within the fire zone

DIRECTION AND CONTROL

All wildland fires must be reported to the Knox County Communications Center. The Appleton Fire Chief must quickly assess the situation and determine the scale of support needed. A large scale wildland fire will require the support of other neighboring towns and the Maine Forest Service. The Selectmen, EMA Director, or Fire Chief should immediately request such support through the Maine Forest Service and Knox County EMA.

WARNING

Residents must be alerted immediately for a safe and orderly evacuation to proceed. Contact local radio and television stations and request that they broadcast information on the disaster. The warning should contain:

- 1) The nature of the emergency and current situation
- 2) What areas are effected
- 3) What actions need to be taken by which residents
- 4) Roads that are closed
- 5) Where can volunteers go to help

If possible, start telephoning residents in the danger zones to help spread the warning around quicker.

EVACUATION

The EOC will need to determine what routes will be used in order to evacuate residents. Contact the town officials of neighboring towns to make sure that you are not evacuating people in another town's danger zones. Attempt to post the evacuation routes and barricade the closed roads.

For residents that are trapped within the danger zones, contact the Maine Forest Service and Maine Army National Guard for helicopter assistance.

RESOURCE MANAGEMENT

Town vehicle resources will be limited to the Appleton FD's five vehicles. However, several town residents do have logging equipment and bulldozers that can be used to open emergency evacuation routes and create fire breaks. The Incident Command System will be used to organize outside support and volunteer workers. All other equipment will have to be requested from other towns and the state. Requests for state support should go through the Knox County EMA.

ATTACHMENT 5 - SCHOOL ATTACK

NATURE OF THE HAZARD

Appleton is a very small rural community with very few locations for public gatherings. The primary location in town that has a regular public gathering is the Appleton Village School. Although a political terrorist attack is very unlikely, a domestic incident of an individual or several individuals attacking students is reasonably possible. A small improvised explosive device (IED) or an attack with small arms will be the most likely weapons for terrorists to utilize in an attack.

RISK AREA

Our children are very important, so even remote chances for an incident at the School must be prepared for in order to safeguard our most precious resource. Appleton has no law enforcement personnel and must rely on the Knox County Sheriff's Department. There are no security personnel at the Appleton Village School, so school administrators and teachers will be the first line of defense. Internal school policies will attempt to limit weapons from getting into the school in the hands of students, but the school officials have no way to protect against an attack which is in progress. It must be acknowledged that a determined terrorist will be able to attack.

DIRECTION AND CONTROL

At the first indication of trouble, the Knox County Communications Center must be notified. Consideration by the School District should be given to establishing two-way radio communications, since it would be very easy for a terrorist to cut the telephone lines.

The first law enforcement officer (County or State) will be the incident commander.

School officials will attempt to safeguard the children by evacuating them from the danger zone.

WARNING

Close contact between the School Officials and the Knox County Sheriff's Department must be established. Any "intelligence" that the Sheriff's Dept receives that might be linked to possible eventual trouble at the school should be immediately provided to the School Superintendent.

EVACUATION

Careful consideration should be given to developing school policy regarding evacuations during terrorist attacks. A recent incident in a southern U.S. school was organized so that the children would evacuate into a "kill zone" by utilizing the fire alarm system. However, sheltering the children in their classrooms is also a way of trapping the children in the danger zone.

Additionally, an internal method for alerting teachers of the type of danger and what actions should taken must be established. As mentioned above, using the fire alarm system could make the matters worse.

Locations for students to evacuate to must be established. These locations require a much greater distance from the school than a structure fire, since small arms fire and explosives have a much greater danger zone.

Once internal terrorist incident policies are established, drill evacuations should be practiced. Consider implementing a terrorist incident response training program for teachers and administrators.

ATTACHMENT 6 - BUILDING COLLAPSE

NATURE OF THE HAZARD

Although it is not unusual for Maine to have earthquakes, they are almost always so slight that the general public is not even aware of their occurrence. The majority of the structures in Appleton are one or two story residential. There have been a few very old barns in the region that have suddenly collapsed due to the ravages of time and lack of maintenance. It is possible that an old structure could collapse and trap a handful of individuals.

RISK AREA

The most likely building collapses will involve very old, un-maintained wooden houses and barns. The residents of the home or barn or playing children will be the most likely trapped victims.

DIRECTION AND CONTROL

The Appleton Fire Chief will be the Incident Commander. Outside experts in building debris removal and Search and Rescue will need to be acquired. Contact the Knox County EMA for assistance.

HEALTH AND MEDICAL

An ambulance will need to remain on scene at all times during the response and recovery periods in the event that a rescue or recovery worker is injured. A respiratory protection program may need to be established if there is sufficient quantities of dust in the air.

RESOURCE MANAGEMENT

Crane and excavator companies will need to be contacted and contracted.

ATTACHMENT 7 - PROLONGED POWER OUTAGE

NATURE OF THE HAZARD

Due to the rural nature of the community, Appleton is very susceptible to a prolonged power outage. Severe winter or summer storms, ice storms, hurricanes, and wind storms all have the potential to cause a great deal of damage to the overhead power lines that run along tree lined roads. It is extremely likely that such an event would be regional in nature and therefore little help is expected from neighboring communities.

RISK AREA

The effects of a prolonged power outage will be that the normal tasks of heating, cooking, water collection, sanitation, waste removal, cleaning, food storage, information gathering, communication and acquiring supplies will be severely restricted or made impossible. The dangers will be greatly increased if the power outage takes place during cold weather.

DIRECTION AND CONTROL

The Town EOC should be activated by the Selectmen or Emergency Management Director. A generator from the Fire Department will need to be wired up to provide electrical power to the EOC. First contact will be to the Central Maine Power's outage reporting hotline (1-800-696-1000). Second contact will be made to the Knox County EMA.

The Appleton Fire Department will be used as a core of volunteers to coordinate all response and recovery. Additional volunteers should be sought to add to the ranks of the AFD.

EMERGENCY PUBLIC INFORMATION

If telephones are still functioning, contact should be made to a minimum of one representative on each road who will assist to pass emergency public information to the other residents on that road. Information regarding the requirements for and capabilities of the electrical status, mass care, water, food, heating, sanitation, and other supplies will be passed to the public and acquired from the public.

MASS CARE

Most residents will be able to stay in their own homes. Elderly and special needs individuals should be checked up on by the Fire Department to see if these people will need to be transported to a disaster relief shelter. Contact the Knox County EMA to determine what shelters have been established in the County and which may be used by Appleton residents.